

DAFIS Hint of the month May 1996:

Instead of using the PSF-1 and WHF-2 inquiries to check the status of a payment, try using the PSF-INQ inquiry. It automatically checks three files for you to determine the status of your payment. The following is an excerpt from DAFIS User Guide:

PSF-INQ - Status of Invoice

The PSF-INQ Inquiry provides payment information at the invoice/customer account number level for a specific vendor. Access the PSF-INQ Inquiry, type in the following fields and press Enter.

AGENCY: (1X)	Enter a valid agency.
REGION/DISTRICT: (1X)	Enter a valid region/district.
VENDOR TYPE/SSN: (10X)	Enter a valid vendor type. . Enter a valid vendor SSN. Valid vendors are listed on Table T16.
INV CUST ACCT NUM	Enter the payment invoice number.

The screen returns with information as follows:

If a record is found, X is placed next to PSF. If more than one record is found for a given invoice/customer account number, a message is displayed "See PSF-1 For Multiple Transactions." The vendor name and address, schedule number, check/trace number, amount, and ACH information if applicable, is displayed. Example:

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*AGENCY CODE       : T
*REGION DISTRICT   : 1
*VENDOR TYPE/SSN   : 3 033052440
*INV CUST ACCT NUM : 13251

ACH/EFT FLAG       : X ACCT NUMBER: 00058999          BANK ID: 111907999
LOCK BOX NUMBER    : 00058999
VENDOR NAME        : ANTENNA PRODUCTS CORPORATION
SCHEDULE NUMBER    : VT9511Q   ADDR LN1: ACCT 00 58999
CHECK NUMBER       : 0001873741 ADDR LN2: C/O OVERTON PARK NAT'L BANK
WAREHOUSE DATE     :           ADDR LN3: P O BOX 99999
BATCH ID           :           ADDR LN4: OKLAHOMA CITY      OK 731253407
CONFIRMATION DATE  : 04/26/95
AMOUNT             : 2267264
RECORD FOUND ON    : PSF: X      WHF:          BCF:
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NOTE: Record will be searched on the Paid Schedule File (PSF), Warehouse File (WHF), and Batch Control File (BCF) respectively, until located.

If no record is found on the PSF (Paid Schedule File), the message "Record Not Found on PSF/Doc ID Required" is displayed. When the document ID is entered, the Warehouse File is searched. If record is found, X is placed next to WHF. The vendor name and address, warehouse date, amount, and ACH information, if applicable, is displayed.

If no record is found on the WHF (Warehouse File), the Batch Control File is searched. No additional information is required to search the BCF. If record is found, X is placed next to BCF. The vendor name and address, amount, batch ID, and ACH information, if applicable, is displayed.

Finally, if no record is found on the BCF (Batch Control File), the message "No Record Found" is displayed.